

2 February 1968

MEMORANDUM FOR: Forms Program Manager

SUBJECT : Revision of Form 30

1. For the past ten years I have been unsatisfied with Form 30, Request for Approval of Form. I have repeatedly suggested that it be changed. A few years ago I submitted a written request and sample revision to [REDACTED], but it has remained unchanged. It is my hope that we can revise Form 30 in time for its next reprint.

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2. Primarily I object to the fact that the blocks for information are completely intermingled regardless of the fact that three separate persons work on the form to provide portions of the information. I am very anxious that we subdivide the form into three sections with indicators as to who is responsible for each block of the information.

3. Please start some drafts in this direction and keep me posted on its progress and the problems you encounter. I would like to see the draft of revised Form 30 before it is sent to the printer.



[REDACTED]
Chief,
Records Administration Staff

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DDS/SSS/RAB/[REDACTED]:fms (2 Feb 68)

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